

# 2011 RENTAL ORGANIZER

CLIENT NAME \_\_\_\_\_

| Prop # | H | S | Description of Property and Location | Name on Deed | Name on Mortgage | Mortgage Balance 12-31-11 | Acquired |     |
|--------|---|---|--------------------------------------|--------------|------------------|---------------------------|----------|-----|
|        | W | M |                                      |              |                  |                           | Mo.      | Yr. |
|        | J | V |                                      |              |                  |                           |          |     |
|        |   | L |                                      |              |                  |                           |          |     |
|        |   | C |                                      |              |                  |                           |          |     |
| 1      |   |   |                                      |              |                  |                           |          |     |
| 2      |   |   |                                      |              |                  |                           |          |     |
| 3      |   |   |                                      |              |                  |                           |          |     |
| 4      |   |   |                                      |              |                  |                           |          |     |

*H= Husband W= Wife J=Joint /// S= Single Family M= Multi Family V= Vacation L= Land C= Commercial*

| INCOME                                       | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| # Days property was rented at Fair Mkt Value |   |   |   |   |
| 1. Rents received (Not security deposit)     |   |   |   |   |
| 2. Royalties received                        |   |   |   |   |
| 3. Other                                     |   |   |   |   |

| EXPENSES   | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| 10. Advertising  |   |   |   |   |
| 11. Auto and Travel (also complete "Vehicle Expenses" section on back) |   |   |   |   |
| 12. Association Dues   |   |   |   |   |
| 13. Cleaning and Maintenance   |   |   |   |   |
| 14. Insurance  |   |   |   |   |
| 15. Legal & Other Professional Fees                                    |   |   |   |   |
| 16. Management Fees  |   |   |   |   |
| 17. Mortgage Interest Paid Banks, Etc.                                 |   |   |   |   |
| 18. Other Interest   |   |   |   |   |
| 19. Repairs  |   |   |   |   |
| 20. Supplies   |   |   |   |   |
| 21. Taxes  |   |   |   |   |
| 22. Utilities  |   |   |   |   |
| 23. License (Rental)   |   |   |   |   |
| 24. Wages and Salaries   |   |   |   |   |
| 25. Other (please list):   |   |   |   |   |

|  |        |        |        |        |
|--|--------|--------|--------|--------|
| Do you use a management company for this property?   | YES NO | YES NO | YES NO | YES NO |
| Did you manage this property?  | YES NO | YES NO | YES NO | YES NO |
| Personal Use Percentage  | %      | %      | %      | %      |
| Were payments made that required filing forms 1099?  | YES NO | YES NO | YES NO | YES NO |
| If Yes, were all required forms 1099 filed or will be filed?   | YES NO | YES NO | YES NO | YES NO |
| For each property, did you or any family member use it for personal purposes for more than the greater of 14 days or 10% of the total days rented? | YES NO | YES NO | YES NO | YES NO |
| Is this property a Vacation Rental?  | YES NO | YES NO | YES NO | YES NO |
| Vacation Property Total Days Rented  |        |        |        |        |
| Vacation Property Personal Use Days  |        |        |        |        |
| Is the Average Rental Period Less Than 7 Days?   | YES NO | YES NO | YES NO | YES NO |

**List on back, purchases of Equipment, Furniture, Vehicles, or Property Improvements**

**IF A PURCHASE, SALE, OR 1031 EXCHANGE, PLEASE PROVIDE THE HUD STATEMENT**

| <b>NEW EQUIPMENT/CAPITAL IMPROVEMENTS</b>   |             |      |      |           |      |                      |
|---|-------------|------|------|-----------|------|----------------------|
| If during the year you purchased Equipment, Furniture, Vehicles, or made Property Improvements, list below.<br>(Do not duplicate the other side.) |             |      |      |           |      |                      |
| Property Number   | Description | Date | Cost | Asset Was |      | If Trade-In Involved |
|   |             |      |      | New       | Used | Description          |
|   |             |      |      |           |      |                      |
|   |             |      |      |           |      |                      |
|   |             |      |      |           |      |                      |
|   |             |      |      |           |      |                      |

| <b>DEPRECIABLE ASSETS SOLD OR DISPOSED OF</b> |             |               |               |                  |                            |
|---|-------------|---------------|---------------|------------------|----------------------------|
| Property Number                               | Description | Date Acquired | Original Cost | Date Disposed of | Describe Means of Disposal |
|   |             |               |               |                  |                            |
|   |             |               |               |                  |                            |
|   |             |               |               |                  |                            |
|   |             |               |               |                  |                            |

| <b>VEHICLE EXPENSES</b>   | Vehicle 1 | Vehicle 2 |
|---|-----------|-----------|
| 1. Enter date vehicle was placed in service   |           |           |
| 2. Total mileage vehicle was used from Jan. 1 to Dec. 31 2011                                     |           |           |
| 3A. Miles included on line 2 that vehicle was used for business Jan. 1 to June 30, 2011 (51.0)    |           |           |
| 3B. Miles included on line 2 that vehicle was used for business July 1 to Dec 31, 2011 (55.5)     |           |           |
| 4. Do you or your spouse have another vehicle available for personal purposes?                    | YES       | NO        |
| 5. If your employer provided you with a vehicle, is personal use during off-duty hours permitted? | YES       | NO        |
| 6A. Do you have evidence to support your deduction?   | YES       | NO        |
| 6B. If "Yes," is the evidence written?  | YES       | NO        |